

Workday Weekly Wrap-Up: Expenses, Grants, and a New Training Series

1 message

Workday Support at Hamilton <workday@hamilton.edu>
Reply-To: workday@hamilton.edu
To: all-staff@hamilton.edu

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workday. Weekly Wrap-up



Greetings,

Welcome to a fresh week! As we dive into the days ahead, let's take a moment to recap some key updates from last week and highlight a few important reminders to keep you on track:



Expenses Hub



Overview



Expense Reports



Expense Transactions



Payment Elections

Expenses Hub now Live

The Expenses Hub has officially replaced the Expenses App in Workday. This new feature streamlines the process for managing your expenses, making it easier and more efficient to track, submit, and approve expenses.

[Expenses Hub Overview](#)

Grants Fund Update

In response to the unique requirements of grant management in Workday, we've introduced a new fund specifically for grants—**Fund 12**. This change separates grants from Fund 11, which will continue to be used for gifts and other items. This separation allows for more accurate tracking and reporting. You may notice this change, but there's **no action required on your part!** The transition will occur automatically based on the gift or grant worktag entered. To help illustrate these changes, we've included screenshots below:



Fund 11

Fund 12

Continues to be used for **gifts**.
Displays under ***Additional Worktags**:

*Cost Center	<input type="text" value="x 205000 Scholarships"/>	⋮
Gift	<input type="text" value="x 810100 Class of 1994 Scholarship"/>	⋮
Grant	<input type="text"/>	⋮
Initiative	<input type="text"/>	⋮
*Additional Worktags	<input type="text" value="x Fund: 11 Temporarily Restricted"/> <input type="text" value="x Program: 08 Scholarships and Fellowships"/>	⋮

Now exclusively used for **grants**.
Displays under ***Additional Worktags**:

*Cost Center	<input type="text" value="x 371001 Library"/>	⋮
Gift	<input type="text"/>	⋮
Grant	<input type="text" value="x GR-00031 Upstate NY Zinefest (909290)"/>	⋮
Initiative	<input type="text"/>	⋮
*Additional Worktags	<input type="text" value="x Fund: 12 Grants - Temporarily Restricted"/> <input type="text" value="x Program: 02 Research"/>	⋮

Question of the Week

What's the status of the Budget Report?

Spotlight on the Budget Report: What You Need to Know

We know you're excited about the budget—so are we! The first iteration of the Budget Report was released earlier this month, and while we're thrilled to have this resource available, we understand there may still be some questions or confusion.

If you are looking for **gift budgets**, please note that they won't be released until the close of the FY24 (fiscal year 2024) budgets.

Check out the **job aid** for helpful insights and remember, you can always sign up for **Budget Office hours** if you need extra support.

More updates are coming soon, including new features to enhance your budgeting experience!

WORKDAY ESSENTIALS

for Faculty

We are excited to introduce our **Workday Essentials for Faculty** series! These brief, focused sessions provide essential guidance to help you navigate Workday with confidence. Each session lasts 30 minutes or less, covering key topics relevant to your needs.

INDIVIDUAL WORKDAY

Office Hours

Don't forget to take advantage of our weekly **Office Hours**! Whether you have questions or want to confirm you've completed a task correctly, we're here to help. Book an appointment that works for you.

[Register Today](#)

[Register Today](#)

We're always ready to assist! If you can't find the answers you need in our [FAQs](#) or still need help, feel free to contact us. You can reach us via email at workday@hamilton.edu, submit a [support ticket](#), or give us a call at the numbers below.

And remember, we're happy to accommodate your schedule! Whether that's scheduling a 1:1 meeting during **lunch** or a department training during the **evening**, let us know. We are here to support **you** on your Workday experience.

Have a wonderful Workday!

Maureen H. Scoones

Workday Change Manager

315-859-4178

mscoones@hamilton.edu

Shelly L. Hall

Documentation and End User
Training Specialist

315-859-3454

slhall@hamilton.edu

Lauren E. Waszkiewicz

Communications and Training
Coordinator

315-859-4677

lwaszkie@hamilton.edu

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